

Dear Colleagues:

In light of the heightened national threat alert, many of you are understandably concerned about what to do if an emergency occurs here at FAA headquarters. The following information is intended to provide you "what-if" guidance for different types of situations.

The first document is the FAA "Employee Response to Emergencies," a guide that was published at the time of the anthrax scare. You can find it on the AHR website at <http://faa.gov/ahr/response/index.cfm>. Even though it was written for FAA headquarters, it can be used as a template for other FAA facilities. You can also get copies in the lobby.

It answers such questions as: What do I do in an emergency involving radiation (p.16)? What do I do if I suspect a biological agent has been released (p.14)? What do I do if I notice a utility failure (p.13)? What do I do if I notice a natural gas leak (p.13)?

Also, many of you are concerned about an emergency that would require you to remain in the building. That is covered under "shelter-in-place" on page 8. But, what about food and water? FAA has an agreement with GSA that the FAA cafeteria will provide food to employees and authorized support contractor personnel, at no cost, throughout the emergency.

As you may have observed, we have already implemented additional security measures for FAA headquarters following the increase in the national threat alert to Code Orange. For example, additional guards are now on duty to inspect vehicles, and visitors are being allowed entry to the building on an even more strictly controlled basis. In addition, the Federal Protective Service is conducting periodic patrols, and two additional roving guards are patrolling DOT/FAA headquarters buildings 24 hours a day, 7 days a week

To help answer further questions and concerns, we are developing a website with frequently-asked questions and answers. We will have that site in operation by tomorrow, Friday, Feb. 14. I should also note that we have Employee Assistance Program counselors on hand to provide any necessary help.

Another excellent source of information for providing protection for you and your families is the Red Cross website, recommended by the Office of Homeland Security. It's at <http://www.redcross.org/services/disaster/beprepared/hsas.html>.

We will provide you additional information as necessary. Meantime, I urge you to go about the business of the FAA as usual. We have no information on any specific threat, but at the same time we all need to be vigilant.

Marion C. Blakey